Circular No. 3025—32, *dated 8th September* 1910.

In inviting the attention of Deputy Commissioners, Assistant Commissioners and Amildars to Government Order No. R. 7735-43—L. R. 132-09-3, dated 9th May 1910, referring to Government Order No. R. 2093-100, dated 16th November 1901, regarding the preparation and scrutiny every month of list of papers pending in the office of Amildars, Sub-Division Officers and Deputy Commissioners, the Revenue Commissioner desires to state that in his inspection of the districts made recently, he found that instructions contained in Government Order of 1901 have not been given effect to in any of the offices. The consequence is that numerous instances of inordinate delay in the disposal of petitions and other references escape notice and at present there is hardly any means of periodical scrutiny of long pending papers. It is therefore requested that the instructions of Government will be strictly adhered to. In future the monthly lists retained in the office according to the above order of Government, should invariably be submitted to the undersigned when he inspects the office of the Deputy Commissioner and those subordinate to him.

2. In addition to the above, on 1st July and 1st January of every year every Sub-Division Officer and every Deputy Commissioner is requested to prepare in the subjoined form a list of papers pending for more than three months and submit it direct to the Revenue Commissioner.

3. The Revenue Commissioner will return these lists with his remarks thereon.

4. It should be distinctly understood that references should come in the order of the dates of their inception and should, under no circumstances, be allowed to merge in any intermediate communication regarding the same.

5. The lists received from the Sub-Division Officers will be returned to them through the Deputy Commissioner of the district.

6. The lists should be submitted so as to reach this office before the end of February and August respectively.

7. The first lists according to this Circular for 1st January 1911 will be due in this office before the end of February 1911.

8. This circular has been approved by Government with the observation that the orders of Government of 1905, abolishing the list of unanswered references submitted to Government, were not intended to abrogate the orders of Government of 1901, regarding the preparation and scrutiny of arrear lists in the Deputy Commissioner's, Sub-Division Officer's and Amildar's offices.

A. RANGASWAMI IYENGAR,
Revenue Commissioner.

(1) List of papers received from the Deputy Commissioner or Amildars pending for more than three months in the office of the Sub-Division Officer,.....Division :—

Serial No.	Forwarding Officer's No.	Date	Subject matter in brief	Explanation briefly for the delay

(2) List of papers submitted to the Deputy Commissioner from the office of the Sub-Division Officer.....Division pending with the Deputy Commissioner for more than three months :—

Serial No	Sub-Division Office No.	Date	Subject matter in brief	Remarks